

2014 Professional Development Fellowship Program (PDF) Guidelines

1 SUMMARY:

The U.S. Department of State is pleased to announce the Professional Development Fellowship program for 2014. Open to adult spouses and partners of direct-hire U.S. government employees from all agencies serving overseas under Chief of Mission Authority, the Professional Development Fellowship (PDF) program is designed to assist spouses and partners to maintain, enhance, and/or develop their professional skills. **SUBJECT TO BUDGETARY CONSIDERATIONS**, awards of up to \$2,500 will be granted on a reimbursable basis for enrichment activities. Selected applicants must fund a minimum of 25 percent of the allowed reimbursable cost of the proposed activities while the Fellowship award will cover the additional allowed reimbursable cost up to the \$2,500 maximum. Activities can include, but are not limited to, continuing education and distance learning through an accredited university, professional development, and participation in professional conferences. **After the 2014 activities are completed**, the selectee will submit the necessary documents to support the reimbursement request and will be reimbursed accordingly.

Applications are due by May 15, 2013.

Please read these guidelines carefully and in their entirety.

2 PROGRAM CONSIDERATIONS:

The 2014 program will have a minimum individual award amount of \$1,000 and a maximum of \$2,500. The Selection Committee will not consider any requests that do not meet the minimum amount requirement. The 2014 cycle is announced in order to align with the upcoming fiscal year. As a result, the 2014 fellowship period will cover activities that commence on October 1, 2013 and conclude no later than August 15, 2014. The Department can only reimburse expenses incurred and receipted during this period.

3 ELIGIBILITY:

Applicants must be the adult spouse or partner of a direct-hire U.S. government employee assigned to and residing at an overseas post under Chief of Mission authority during the fellowship year.

- Applicants must be accompanying their sponsors to post.
- Spouses and partners of those employees assigned to unaccompanied posts are eligible to apply only if they are residing overseas.
- Spouses and partners of those employees on domestic assignments, on TDY in the United States, in training in the United States, or who are on unaccompanied tours but whose spouses/partners are residing in the United States are not eligible to apply.
- Previous fellowship awardees who meet the eligibility requirements may apply again. However, applicants who have been awarded fellowships for the two previous consecutive program cycles must wait one program cycle before reapplying.

4 APPLICATION PROCEDURES:

Applicants should submit a completed application form which can be found on Family Liaison Office's (FLO) website: <http://www.state.gov/m/dghr/flo/c21642.htm> .

Applications must contain a one-to-two sentence synopsis followed by a detailed description of the proposed professional development program of activities. The program should be directly related to the applicant's professional interests and the proposal must explain how the activities will enhance the applicant's skills or future employment potential. Proposals may include a wide range of activities including, but not limited to, education and distance learning through an accredited university, professional development and certification, and participation in professional conferences. Proposals should provide a detailed, itemized breakdown of the expenses involved and give an indication of how the award would be used. Please see Sample Calculations Sheet on FLO's website before completing the application. Applications should be limited to five pages (see application form). All applications received will be acknowledged by email within three business days of receipt. You will not receive an email acknowledgment if your application is received after the deadline.

5 APPLICATION DEADLINE:

Proposals are due in the Family Liaison Office (FLO) no later than **May 15, 2013**. Proposals must be submitted electronically to FLOAskFellowship2014@state.gov .

Selectees will be notified mid-August. The 2014 program activities cycle will begin October 1, 2013 through August 15, 2014.

6 REIMBURSEMENT:

Fellowship costs will only be reimbursed after the 2014 activity is completed. The Department is unable to deposit awards in installments; therefore, it is important to claim reimbursement only once the activity is fully complete. The reimbursement process can take up to six weeks.

7 REIMBURSED COSTS:

Fellowship recipients should be aware that the Fellowship will reimburse allowable costs up to \$2,500, depending on the amount each selected applicant is awarded, and the applicant will be responsible for a minimum of at least 25 percent of the proposed allowable cost. Award amounts are subject to change if the original proposed costs change, but under no circumstances can award amounts be increased after an applicant is selected. Reimbursable costs for activities must match the approved original proposals.

8 NON-REIMBURSED COSTS:

- Membership fees and subscription costs
- Travel
- Transportation
- Lodging costs
- Per diem
- Child care costs
- Startup business costs

9 SELECTION COMMITTEE :

Proposals will be reviewed by a selection committee chaired by the Family Liaison Office (FLO) and will include representatives from the geographic bureaus and the Office of Overseas Employment.

10 SELECTION CRITERIA:

In selecting awardees, the Selection Committee will consider the following factors:

- a. Unavailability of employment options in the applicant's profession at her/his current post of assignment.
- b. Correlation between the proposed activity and professional development of the applicant.
- c. Where applicable, a connection between the proposed activity and other effort(s) on the part of the applicant to maintain/refresh her/his professional skills (i.e. if the proposal is part of a larger professional development plan).
- d. Additionally, favorable consideration will be given to those activities that will benefit the Foreign Service community as a whole through provision of services that are otherwise not readily available or alternatively are in great demand.
- e. Proposals from applicants residing at Historically Difficult to Staff (HDS) posts will receive favorable consideration as will proposals from posts where no Bilateral Work Agreement or de facto work arrangement is in place. A list of HDS posts follows at the end of this cable; the link to the bilateral and de facto list follows: <http://www.state.gov/m/dghr/flo/c24338.htm>

11 PROJECT COMPLETION:

Fellowship recipients are required to commence and complete the activity during the 2014 Fellowship program cycle, i.e., October 1, 2013-August 15, 2014. There will be no extensions and no exceptions to this requirement. Fellowship recipients will be required to submit a Project Report describing program activities and accomplishments as well as a Financial Report providing a detailed budget of the project. Specific details on project completion requirements will be sent to recipients.

12 WITHDRAWAL FROM THE PROGRAM:

These fellowships are not only a benefit for those selected but constitute a financial commitment on the part of the Department as well. It is imperative that anyone accepting one of these fellowships understand this commitment and, should they decide to withdraw, notify the Family Liaison Office as soon as possible but no later than January 15. Recipients who decide to withdraw and do NOT notify the Family Liaison Office by January 15 will not be considered for future Professional Development Fellowships.

13 POINTS OF CONTACT:

For additional information, email: FLOASKFellowship2014@state.gov or call FLO on (202) 647-1076.

HISTORICALLY DIFFICULT TO STAFF (HDS) POSTS Summer 2013

AF POSTS

Abuja
Asmara
Bangui
Banjul
Brazzaville
Bujumbura
Conakry
Cotonou

EAP POSTS

Medan
Port Moresby
Wuhan

EUR POSTS

Minsk
Vladivostok
Yekaterinburg

SCA POSTS

Almaty
Astana
Herat
Kabul
Karachi
Lahore
Mazar I Sharif
Peshawar

Djibouti
Douala
Freetown
Khartoum
Kinshasa
Lagos
Libreville
Luanda
Malabo
Maseru
Monrovia
Ndamena
Niamey
Nouakchott
Ouagadougou
Praia

NEA POSTS

Baghdad
Basrah
Damascus
Erbil
Jeddah
Kirkuk
Kuwait
Mosul
Riyadh
Sana'a

WHA POSTS

Ciudad Juarez
Curacao
Hermosillo
Nogales
Nuevo Laredo
Paramaribo
Port-au-Prince